

# NEIGHBORHOOD READY



MAKING A DIFFERENCE  
TOGETHER



GET TO KNOW YOUR  
NEIGHBORS



WORK TOGETHER  
TO PREVENT CRIME



PREPARE FOR  
EMERGENCIES



HELP THOSE WHO MAY  
NEED ASSISTANCE

## CITY OF GRESHAM

Office of Neighborhoods and Community Engagement  
1333 N.W. Eastman Parkway • Gresham, OR 97030  
503-618-2567 • [GreshamOregon.gov/once](http://GreshamOregon.gov/once)

# NEIGHBORHOOD READY – THE POWER OF MANY

*Safe communities begin with organized and prepared neighborhoods. When neighbors work together to maintain livable and united neighborhoods, those neighborhoods are less vulnerable to crime and more resilient when disaster strikes.*

*Neighborhood organizing brings people together and significantly increases the effectiveness of their efforts.*

Neighborhood Ready will enable neighborhoods to:

- Deter crime
- Increase their ability to prepare and respond to natural disasters and emergencies
- Clean up and beautify their neighborhood
- Socialize and get to know their neighbors

Once organized, a neighborhood can make major progress to improve the safety, beauty and overall quality of life in their neighborhood.

If you're ready to take the first steps – this workbook will be your guide!



## GETTING STARTED

*The first step in building a safe and resilient neighborhood is meeting with your neighbors.*

Neighborhoods often organize around a specific issue or concern and when that wanes neighborhood engagement can decrease.

To keep your neighborhood engaged, plan to meet two or three times a year. At least one good time to meet is the first Tuesday in August, which is always National Night Out. This is a great time to host a neighborhood barbecue or picnic to bring everyone together. Also, be sure to welcome any new neighbors and provide them with a copy of the Neighborhood Ready Workbook. Add them to your map and give them an update on what your group does.

Other suggestions for keeping people involved:

- Host a neighborhood, school or park clean up
- Organize a house number project to ensure numbers are visible on all homes
- Organize a neighborhood yard sale

Be sure to take advantage of the workshops and training opportunities the City offers around safety and preparedness.

Register on My Gresham on the City's website, [GreshamOregon.gov](http://GreshamOregon.gov) to sign up for emergency alerts and to receive notification of events and training.



# YOUR NEIGHBORHOOD MAP

*Attach a map of the neighborhood to this grid. You can find a map of your neighborhood on Google Maps. If you live in an apartment, sketch a map of your floor.*

*Add house or apartment numbers if necessary, and any major landmarks.*

*Number the houses or apartments so you can correlate them with the contact list on the next page.*

A large grid of 30 columns and 30 rows, intended for drawing a neighborhood map. The grid is composed of thin gray lines forming a uniform pattern of squares.

# YOUR NEIGHBORHOOD CONTACT LIST

## House 1

Adults:	Phone:	Email:
	Phone:	Email:
Children:	Phone:	Email:
	Phone:	Email:
Pets:	Type:	
	Type:	
Special skills:		
Specific needs:		

## House 2

Adults:	Phone:	Email:
	Phone:	Email:
Children:	Phone:	Email:
	Phone:	Email:
Pets:	Type:	
	Type:	
Special skills:		
Specific needs:		

## House 3

Adults:	Phone:	Email:
	Phone:	Email:
Children:	Phone:	Email:
	Phone:	Email:
Pets:	Type:	
	Type:	
Special skills:		
Specific needs:		

## House 4

Adults:	Phone:	Email:
	Phone:	Email:
Children:	Phone:	Email:
	Phone:	Email:
Pets:	Type:	
	Type:	
Special skills:		
Specific needs:		

### House 5

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 6

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 7

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 8

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 9

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 10

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 11

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 12

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:



### House 13

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 14

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 15

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:

### House 16

Adults:

Phone:

Email:

Phone:

Email:

Children:

Phone:

Email:

Phone:

Email:

Pets:

Type:

Type:

Special skills:

Specific needs:



## NEIGHBORHOOD READY CONTACT TREE

*Use this contact tree to communicate neighborhood activity to the group. During a disaster, use the contact tree as a neighborhood response plan. The Block Captain will act as the Team Leader for this response and their home will be the designated meeting location for the teams.*

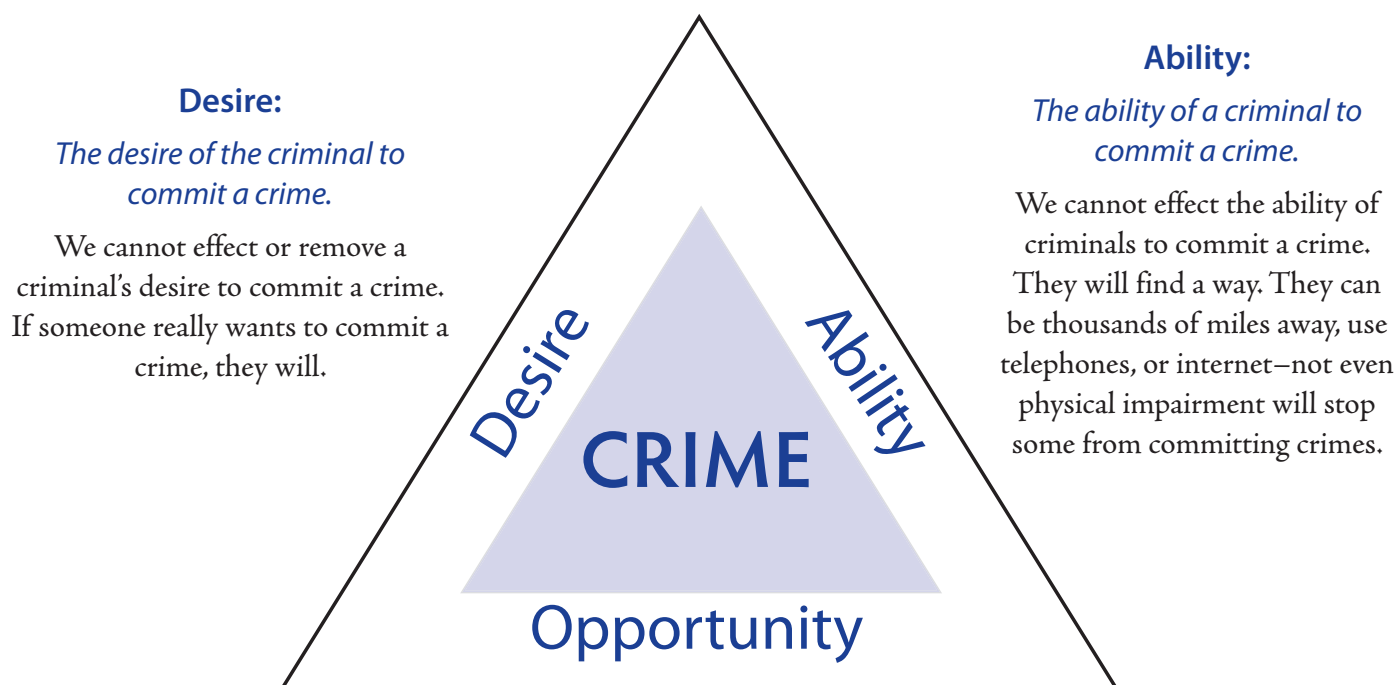


# CRIME PREVENTION

## What is the Crime Prevention Triangle?

*The concept of the crime prevention triangle is that for a crime to occur, all three elements of the triangle must exist: desire, ability and opportunity.*

*Eliminate any one of these elements and a crime cannot occur.*



**Opportunity:**  
*The opportunity for a criminal to commit a crime.*

At this point we can take action to prevent crime.

We can break the Crime Prevention Triangle cycle by using education to remove the criminal's opportunity for crime to occur.

Criminals do not want to get caught, so everything we can do to make committing a crime harder and more time consuming, the more likely we can prevent a crime. This can be as simple as installing better door locks or letting our neighbors know when we will be out of town.

# CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED)

*Criminals prefer low-risk situations and public visibility increases the chances a perpetrator will be caught. These measures are simple, inexpensive to implement and will have a much more positive effect on residents than gates and bars.*

## CPTED Guidelines

### Natural access control

- Walkways and landscaping direct visitors to the proper entrance and away from private areas.

### Natural surveillance

- All doorways that open to the outside should be well lit.
- The front door should be at least partially visible from the street.
- Windows on all sides of the house should provide full visibility of the property.
- The driveway should be visible from either the front or back door and at least one window.
- Properly maintained landscaping provides maximum viewing to and from the house.

### Territorial reinforcement

- Front porches or stoops create a transitional area between the street and the home.
- Property lines and private areas should be defined by planting, pavement treatments or fences.
- The street address should be clearly visible from the street with numbers a minimum of five inches high and made of reflective material, or lit up at night.



### Locking up

- Interior doors that connect a garage to a building should have a single cylinder deadbolt.
- Door locks should be located a minimum of 40 inches from adjacent windows.
- Exterior doors should be hinged on the inside and should have a single cylinder deadbolt lock with a minimum one-inch throw.
- All windows should have locks.
- Sliding glass doors should have one permanent door on the outside, the inside moving door should have a locking device and a pin.

### Lighting

- Good lighting is one of the most effective crime deterrents. When used properly, light discourages criminal activity, enhances natural surveillance opportunities, and reduces fear.
- The type and quantity of light required will vary from application to application, but the goal remains the same in all cases. To the degree possible, a constant level of light providing reasonably good visibility should be maintained at night. The object is to light up the criminal without spotlighting the victim.
- As used in CPTED, lighting also plays a part in creating a feeling of territoriality. Lighting can influence an individual's feelings about his environment from an aesthetic as well as a safety standpoint. A bright, cheerful environment is much more pleasing than one that appears dark and lifeless. The ability to feel good about one's environment is important in developing a sense of pride and ownership.

## CPTED CHECK LIST

*Protecting your property starts with seeing it through the eyes of an offender. Are doors or other entry points hidden from view? Is there enough privacy to break in without being seen? Once you begin to notice the vulnerabilities, you can take steps to fix them and reduce your property's attractiveness to intruders.*

*The safety of your neighborhood is only as strong as the weakest link. Reach out to those who might need assistance and offer to help them with necessary improvements.*



## NOTES

- ☐ Make sure your address (house number) is well lit and clearly visible from the street at night.
- ☐ Place outdoor lights to illuminate the walls and entrance points of your house and not blind passersby.
- ☐ Leave your porch lights on at night
- ☐ Prune shrubs away from doors and windows and up from the ground, to allow natural surveillance and prevent hiding places.
- ☐ Trim hedges and prune trees to keep sight lines clear into and out of your property. Do you have fences that allow others to keep an eye on your property?
- ☐ Equip all doors and windows with an additional lock. Are door frames reinforced with high security strike plates and three inch screws?
- ☐ Have you changed the locks since you moved in?
- ☐ If there are no windows near your doors, equip the doors with wide angle (180 degree) eye hole viewers.
- ☐ Secure your ladders so they can't be used to gain access to upper story windows.
- ☐ Make sure your drain pipes, trellises, garage roofs, trees or fences cannot be used to gain entrance to upper story windows.

[illegible]

## PREPAREDNESS

*To a large extent, the amount of planning that you have done prior to a disaster will determine your ability to remain calm and respond effectively. This planning will also help you move quickly into recovery.*

*To effectively plan for emergencies, everyone needs to determine what they are most vulnerable to and prepare accordingly. You must take into account physical limitations and medical needs and what plans you can put into place now to meet those needs during emergencies.*

*Complete the Home Hazard Hunt and note any corrections.*



### Home Hazard Hunt

#### Check fire safety equipment

- ☐ Install at least one smoke detector on each level of the home, especially near the bedrooms. Test every month and change batteries at least once a year.
- ☐ Keep at least one fire extinguisher (ABC type). Maintain and recharge according to manufacturer's instructions. Show all family members where it's kept and how to use it.

#### Check for fire hazards

- ☐ Clear out old rags, papers, mattresses, broken furniture and other combustible materials.
- ☐ Move clothes, curtains, rags, and paper goods away from electrical equipment, gas appliances or flammable materials.
- ☐ Remove dried grass cuttings, tree trimmings and weeds from the property.
- ☐ Clean and repair chimneys, flue pipes, vent connectors and gas vents.
- ☐ Keep heaters and candles away from curtains and furniture.
- ☐ Place portable heaters on a level surface, away from high traffic areas. (Purchase portable heaters that are equipped with automatic shut-off switches and do not use extension cords.)

#### Check for electrical hazards

- ☐ Replace frayed or cracked extension and appliance cords, loose prongs and plugs.
- ☐ Make sure there is only one plug per outlet. Avoid using cube-taps or overloading outlets. If you must use an extension cord, use a cord that's rated for the electrical load and no longer than needed.
- ☐ Remove electrical cords that run under rugs or over nails, heaters or pipes.
- ☐ Cover exposed outlets and wiring.
- ☐ Repair or replace appliances that overheat, short out, smoke or spark.

#### Check for chemical hazards

- ☐ Store flammable liquids such as gasoline, acetone, benzene, and lacquer thinner in approved safety cans, away from the home. Place containers in a well-ventilated area and close the lids tightly. Secure the containers to prevent spills.
- ☐ Do not store hazardous chemicals together where they may combine if knocked over.
- ☐ If flammable materials must be stored in the home, use a storage can with an Underwriter's Laboratories (UL) or Factory Mutual (FM) approved label. Move materials away from heat sources, open flames, gas appliances, and children.
- ☐ Keep combustible liquids such as paint thinner, kerosene, charcoal lighter fluid and turpentine away from heat sources.





# FAMILY DISASTER PLAN

*Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather and earthquakes to children in a non-scary way so that they will be better prepared to know what to expect should something happen.*

## Plan ahead for communicating

After a disaster, the long distance lines are more reliable than local lines. Ask a friend or relative who lives out of state to be your “family contact”. After a disaster, your family contact becomes a relay point to share information with all household members. Your plan depends on everyone knowing your contact’s phone number.

Our “family contact”

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*Tip: If your mobile phone is able to connect to a network, it is very likely that you will be able to send and receive text messages even if you can’t make a voice call. Using a single network provider for the whole family will further increase your chances of getting text messages through quickly during a crisis. Make sure all important contact information is programmed into each family member’s phone.*



## Plan where to meet

Following a disaster, you are likely to be separated from at least one member of your family. Start with the assumption that your family is at its most vulnerable when daily routines are disrupted. If you are not able to meet at your home, select a meeting location outside your neighborhood. Ensure everyone knows this location, including your “family contact.”

Outside neighborhood meeting location:

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Each year fire kills more Americans than all natural disasters combined. Take a moment to access the fire escape routes from each room and identify a meeting location outside your home that everyone knows to go to in case of a house fire.

Local neighborhood meeting location:

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[illegible]

If local officials ask you to evacuate, do so immediately. The authorities will not ask you to leave unless they determine that lives may be in danger. Have a go kit ready in case you need to leave in a hurry (*see page 16*).

The directions for sheltering-in-place depend strictly on the type of emergency. Listen to local officials on how to shelter-in-place and remain there until they tell you that it is safe to leave.

If you have pets you need to make sure you have thought of what you will do if you need to evacuate. The following items are critical if you must evacuate with your pet:

- ☐ Carrier
- ☐ Collar, leash and ID
- ☐ Pet food/water
- ☐ Medicine



## Disaster supplies check list

*Stocking up now on emergency supplies can add to your family's safety and comfort during and after a disaster. Store enough supplies for at least three days, preferably seven days. Make note of items you need to buy. If you do not have the first four items on the list below, get them as soon as possible.*

## NOTES

- ☐ **Water** – 1 gallon per person per day.
- ☐ **Portable radio with batteries** (*or crank for charging*)
- ☐ **Flashlights** for every member of your household with batteries or other charging mechanism
- ☐ **First aid kit and first aid manual**
- ☐ **Food** – Choose foods your family will eat and that do not require refrigeration. Examples include protein and fruit bars, dried fruit, nuts, peanut butter, crackers, canned juices and canned food (don't forget a can opener).
- ☐ **Special needs items** – Baby items, foods for special dietary needs (diabetics), supplies for dentures and contact lenses, mobility devices.
- ☐ **Basic tool kit**
- ☐ **Sanitation supplies** – large plastic trash bags, household bleach, rubber gloves, and dust masks.
- ☐ **Cash and travelers checks**
- ☐ **Documents** that you should have copies of include:
  - ☐ List of medications and doctor info
  - ☐ Insurance policies, driver's license or other photo ID, bank account information, credit card information, financial records, inventory of home possessions

[illegible]

## Plan ahead: create a go kit

*There may be times when you must leave home quickly. It is important to think about what items you would want to have if you were unable to return home for a while, or if your home were to be destroyed. Having copies of all your important documents together and in a location that you can get to easily on the way out the door can be very helpful in the days following a disaster. Along with your documents, it will also be comforting to have some personal items, such as toiletries and a change of clothes, with you.*



# NOTES

[illegible]

## NOTES

[illegible]

# Search and Rescue Alert

# HELPER

*Let your neighbors know if you need help or not. Place the appropriate side of this sign in your window. This will save valuable time after an earthquake.*

***This sign alerts Neighborhood Search and Rescue Teams only. Displaying this sign does not imply Police or Fire Service will respond.***

# Search and Rescue Alert



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***This sign alerts Neighborhood Search and Rescue Teams only. Displaying this sign does not imply Police or Fire Service will respond.***

# CONTACT INFORMATION

Contact	Phone number
City Hall - Main number	503-618-3000
Code Compliance	503-618-2463
Crime	
• Life safety issue, report crime in progress	911
• Non-emergency, report a crime that has already occurred	503-823-3333
• On-line reporting of property crimes and code issues	GreshamOregon.gov
Police Special Enforcement Team Tip Line	503-661-3784
Emergency Alert Radio	AM 1610
Utilities	
• PGE - downed power lines	503-464-7777
• PGE - street lights	503-228-6322
• Northwest Natural Gas	503-226-4211
Other contact information	
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For more information about preparedness: [GreshamOregon.gov/EmergencyManagement](https://GreshamOregon.gov/EmergencyManagement)